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Minutes Full Council 8 April 2021



Rugeley Town Council

Minutes of Rugeley Town Council Full Council held online at
7.30pm Wednesday 7th April 2021.


PRESENT:
Councillors:

Mrs A Cooney	R Dipple
D Gaye	G Grant
C Green	I Gunner
I Hodgson	R Hughes
O Lyons	Ms N Mahon (Vice Chair)
Mrs C Martin	Mrs C Panter-Hood
N Stanley	Ms A Szklarczyk
K Tait-Green	Mrs G Turner
J Williams	

Also Present: H Goodreid (Town Clerk)
E Cutler (Rugeley Youth Council)

Min No	Item	Action
1 1.1	Apologies Apologies were received from Cllr Ansell.	
2 2.1	Declaration of Personal and Prejudicial Interests Cllrs Mahon, Lyons and Szklarczyk were mentors on the Youth Council – item 5.	
3 3.1	To receive any requests for dispensation None.	
4 4.1	Chair to close the meeting for the public session. There were no members of public in attendance at the meeting and no questions had been presented to the Town Clerk.	
5 5.1	Rugeley Youth Council Edward Cutler, Secretary of the Rugeley Youth Council attended to talk about concerns that the youth council had about the state of Hagley Field. Questions raised included: <ul style="list-style-type: none">• the current ownership of the site,• the ongoing maintenance and care for the Skate Park• litter collection.	

5.2	<ul style="list-style-type: none"> • safety for those using the skate park – possible removal of skate park to ward off anti-social behaviour • condition of the skate park – the Youth Council are looking at quotes to improve / replace some of the equipment and need information on ownership so that they can pursue funding for the works (possible funding from Police and Crime Commissioner) • boundary treatment and possible opening of the gates to Hagley Field that lead off Western Springs Road. <p>Town Clerk agreed to get clarification on the ownership of the field – if this had now transferred from the Environment Agency to Staffordshire County Council. Clerk to write to CCDC regarding the state of the field / clearing grass / state of the skate park etc.</p>	Town Clerk to write to SCC and CCDC getting more information
6 6.1	<p>Chair to reopen the meeting.</p> <p>There being no members of public, the Chair reopened the meeting.</p>	
7 7.1	<p>To consider approving and signing the following council minutes. Full Council Meeting on 3rd March 2021</p> <p>It was proposed that the minutes be approved. <i>Proposed: Cllr R Dipple; Seconded: Cllr C Green</i></p> <p>It was agreed that the minutes be approved.</p>	
8 8.1 8.2 8.3	<p>Actions Arising</p> <p>Item 120 – <u>Rugeley Free Car Parking issue</u> – the issue had been called in by Scrutiny Committee on 8th March 2021 and the offer of subsidised parking was again rejected. Cllrs expressed concern that Hednesford was not being treated the same as Rugeley Town Council by the District Council. CCDC were looking at car parking charges throughout the district. Town Clerk was asked to contact Cllr Newbury at CCDC to get formal written response to the questions raised at the February town council meeting. Town Clerk was asked to write a press release to raise this issue with the public.</p> <p>Item 125.2 – <u>Rugeley Greening Steering Group</u> - There was confusion over the date/time of the meeting of this group. The meeting would be held after the Easter holidays.</p> <p>Item 126.3 – <u>Pedestrianisation</u> - Still awaiting Sgt Westwood's details. Should Cllrs take pictures of vehicles breaking the pedestrianisation order, please send to the Clerk who will forward to the police who will then take up the issue with the drivers. All photos should have time, date and location.</p>	<p>Town Clerk to issue press release on the issue of car parking.</p> <p>Town Clerk to contact Cllr Newbury requesting answers to the points raised in February.</p>
9 9.1 9.2 9.3 9.4	<p>To note the minutes from the following committee meetings:</p> <p>Rose Committee 10th February 2021</p> <p>Community Engagement Committee 10th February 2021</p> <p>Planning Committee 17th February 2021</p> <p>Finance and Management Committee 17th February 2021</p> <p>The minutes were noted.</p>	

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10	Virements	
10.1	Issue of last payment for the Rates – it was proposed that F and M Committee agree the source funding for the overspend in April on Rates. <i>Proposed: Cllr R Dipple; Seconded: Cllr G Grant</i> It was agreed that F and M Committee on 21st April 2021 will find make adjustments to accommodate known overspend on the rates as CCDC had slipped the rates by one month.	
10.2	Cllrs had a record of all the virements proposed by Finance and Management Committee in February and March 2021. It was proposed that Cllrs agree the virements set out on the sheet. <i>Proposed: Cllr N Stanley; Seconded Cllr A Cooney</i> It was agreed that all the remaining virements on the sheet be approved.	
11	Community Conference and Annual Parish Meeting	
11.1	Cllrs were advised of the new online format for the Community Conference which would be held online all day on the 5 th May 2021. The event will be a series of debates / discussions on issues of interest to the community. The findings from the conference would be reported to the Annual Parish Meeting at 7.30pm on the 5 th May 2021. If councillors had any ideas for additional speakers for the event, they should contact the clerk as soon as possible.	
12	Annual Town Council Meeting	
12.1	This was scheduled on the 12 th May 2021 at 7pm and be held on line before the ordinary Full Council meeting at 7.30pm.	
13	Approval of Creditors	
13.1	Cllrs had received a list of creditors for payment for the 2021/2022 financial year. The following points were proposed:	
13.2	The additional four creditors which can be paid by Direct Debit should be set up: Water Plus; South Staffordshire Water; PPL (Licensing); PHS. <i>Proposed: Cllr C Martin; Seconded: Cllr Stanley</i> It was agreed that the above 4 companies are set up for Direct Debit	
13.3	It was proposed that the following creditors not be placed on the approved list of creditors as their payments were variable and / or need added scrutiny: Securican; Office Depot; RBS; Peak Cashflow; The Festive Lighting Company; E.On; AA Cooling; Staffs Playing Fields; SPCA; SLCC. It was further proposed that the remaining creditors be placed approved on the creditors list. <i>Proposed: Cllr R Dipple; Seconded: Cllr A Cooney</i> It was agreed that the 10 companies with variable payments are not added to the approved creditors list, but the remaining companies on the list were added.	

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14	Terms of Reference for Committee Meetings	
14.1	<p>The terms of reference for committees had not been revisited since 2017. It was proposed that these be taken to each committee for them to ensure that they are in line with Standing Orders and Financial Regulations.</p> <p><i>Proposed: Cllr N Mahon; Seconded; Cllr G Grant</i></p> <p>It was agreed that each committee look at the terms of reference in April to ensure that they align with the Standing Orders and Financial Regulations. The Terms of Reference would then come before Full Council in May 2021.</p>	
14.2	<p>Cllrs considered the future use of Zoom for Council and Committee meetings. The road map currently identifies the holding of the Annual Parish Meeting and Annual Parish Council Meeting in person after 17th May 2021. As arrangements had already been set to hold both on the 5th May and 12th May respectively, these would continue to be held on line. Other points made in the discussion:</p> <ul style="list-style-type: none"> • Hold just full council meetings in person. • Hold just committee meetings in person. • Social distancing for 19 councillors in the chamber may be problematic as not enough space. • More engagement with the community through online presence. • Always look at live posting all meetings on to Facebook. • Only have the Council Chamber as a room to meet as all other rooms are now as offices for town council staff. • Online offers flexibility of attendance for members of the public. • Possible hybrid model with town clerk, public and some councillors in person but filmed and linked to other councillors online. 	
14.3	<p>It was proposed that the town council continues to hold all its meetings online until the end of June 2021. In July 2021, the Town Clerk would look at a hybrid of physical attendance / online meetings for the July meetings. There will then be no meetings in August, and in September 2021 the matter would be considered once we knew exactly how Covid recovery was progressing.</p> <p><i>Proposed; Cllr I Hodgson; Seconded; Cllr N Mahon.</i></p> <p>It was agreed that the online meetings continue to end of June 2021 and then a hybrid of in person meetings and online meetings take place in July. The situation would then be reviewed for the September round of meetings.</p>	
15	Paperless Meetings / Paper Printing Reduction Strategy	
15.1	<p>Cllr Hughes spoke on this matter. He was concerned at the number of photocopies being made and sent out to councillors when all information could be emailed or was available through the Town Council website. This also adds to postage costs and takes officer time to collate and organise.</p>	
15.2	<p>It was proposed that all Councillors must OPT IN to receive paper copies of all documentation. If Cllrs did not OPT IN, then they would receive all</p>	

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	<p>documentation via email only. It was further proposed that the line 'Think before you print' be added to the bottom of town councils' emails. <i>Proposed: Cllr R Hughes; Seconded: Cllr C Martin</i> It was agreed that all councillors would now receive all documentation via email unless they specifically opted in to have paper copies. All council emails would also include the line 'Think Before You Print'.</p>	<p>Councillors to advise the Town Clerk if they wished to receive paper copies of documentation.</p>
<p>16 16.1</p>	<p>Urban Orchard Grant Scheme The Town Clerk advised councillors on the history of the grant scheme and possibility of increased claim on this funding through new projects coming forward. Details of this scheme is on the councils website.</p> <p>It was proposed to rename this grant as Urban Greening Grant Scheme and to continue to have the deadline as December each year. <i>Proposed: Cllr N Mahon; Seconded: Cllr C Martin</i> It was agreed to retitle the Urban Orchard Scheme to the Urban Greening Grant Scheme with a quarterly deadline using the same budget as the Small Grant Scheme.</p>	<p>Town Clerk to repackage the Urban Greening Grant Scheme</p>
<p>17 17.1</p>	<p>Exclusion of the Public The public were asked to leave because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.</p>	
<p>18 18.1</p>	<p>Staffing Matters It was proposed that the Finance Officer / RFO, following a successful appraisal, be moved up one increment as in line with her contract of employment, with effect from 1st April 2021. <i>Proposed: Cllr N Stanley; Seconded: Cllr R Dipple</i> It was agreed that the Finance Officer / RFO move up one increment in line with her contract of employment.</p>	
<p>19 19.1</p>	<p>Date of Next Meeting The next meeting of Full Council would be Wednesday 12th May 2021 at 7.30pm. This would be held via Zoom.</p>	

The meeting finished at 9:27pm.

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